

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY  
DIRECTOR OF PROGRAM MONITORING AND FISCAL REVIEW  
REVENUE ENHANCEMENT

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** **Candidates on the current examination list**  
**Location:** Central Office  
**Job Posting No:** CS42849CO  
**Hours:** 40 hours per week, Monday - Friday  
**Salary:** MP-67, \$93,896.00 - \$128,027.00 (Annually)  
**Closing Date:** **January 19, 2016**

The Department of Children and Families is currently recruiting for (1) full-time (40 hours), Director of Program Monitoring and Fiscal Review position. This position will be located at 55 West Main Street, Meriden, CT and will report to the Chief of Fiscal Administrative Services.

**Eligibility Requirement:** [Candidates must be on the Director of Program Monitoring and Fiscal Review examination list promulgated by the CT Department of Administrative Services \(DAS\) at the time of appointment. State employees may apply for lateral transfer if they currently hold the title of Director of Program Monitoring and Fiscal Review, or have attained permanent status in the class since their most recent hire date.](#)

**Duties:** Directs the staff and operations of the section; responsible for the program evaluation and fiscal review of grants and contracts administered by the department; coordinates, plans and manages section activities; formulates program goals and objectives; develops or assists in the development of related policy; interprets and administers pertinent laws; evaluates staff; prepares or assists in the preparation of the section budget; maintains contacts with individuals both within and outside of the section who might impact on program activities; directs the compliance and fiscal auditing of ongoing grants and contracts as well as the review of new grants and contracts; directs evaluation of grant programs to review effectiveness and determine whether subsequent funding is appropriate; performs related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant State and Federal laws, statutes and regulations; considerable knowledge of principles and practices of grant and contract administration including program and fiscal evaluation; knowledge of public health programs; knowledge of social service programs, knowledge of principles and practices of fiscal management; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze complex financial records, documents and reports for evidence of financial fraud.

**General Experience:** Ten (10) years of experience in a combination of public administration and fiscal administration.

**Special Experience:** Two (2) years of the General Experience must have been in a supervisory capacity over professional staff. Supervisory capacity is defined as scheduling, assigning, overseeing work and establishing performance standards for employees and taking corrective measures to implement those standards. **Note: For State Employees, this will be interpreted at the or above the level of Fiscal/Administrative Supervisor.**

**Substitution Allowed:** 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2.) A Master's degree in a business administration, public administration or public health may be substituted for one (1) additional year of the General Experience.

**Special Requirement:** Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above eligibility requirements should submit an Application for Employment (CT-HR-12), resume, letter of intent and three (3) letters of SUPERVISORY references (current State employees please provide last two Service Ratings in lieu of references). Please reference Job Posting **#CS42849CO**. Applications must be postmarked no later than closing date indicated above. Incomplete packages will not be considered. Due to the large volume of applications we are unable to provide confirmation of receipt or status updates during recruitment process.

DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
Attention: Cynthia Sailor

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.